

HANDLING OF OWNERSHIP & DISCLOSURE FORMS

When TennCare receives the registration packet containing the ownership and disclosure form, the information from the form (names, SSNs, DOB) is entered into a database hosted on one of the State's secure servers. This database is accessible only by employees who need access to provider registration information for their job duties. The paper copy of the form is retained in a locked file room, located in the TennCare building. The file room is accessible only to Provider Registration personnel. The building requires both a number code and personal security check by security personnel for everyone entering the building.